

# ***Headquarters U.S. Air Force***

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***Integrity - Service - Excellence***

## **DoDAAC Close out Proposal**



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# ***Close out proposal***

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- **User should submit in writing a request to delete DoDAAC to the DoDAAC monitor for approval and coordination.**
- **The users should also verify that their Standard Base Supply System (SBSS) detailed records are clear to reflect no due-ins, due-outs, and available assets. SBSS detail records include: received not billed, billed not received, shipped not credited, etc.**
- **Included in this request, the users should include certification that all SBSS detail records are cleared.**



# ***Proposal cont.***

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- **On non-SBSS accounts, the user should properly disposition all inventory as well as clear any due-in transactions prior to submitting in writing a request to delete DoDAAC to the DoDAAC monitor for approval and coordination.**
- **After coordination, DoDAAC monitor will forward request to HQ AFMC LSO/LOTC; 5215 Thurlow St, Ste 5, Bldg 70, Area C, Wright Patterson AFB OH 45433-5540 through the control office to delete.**
- **HQ AFMC LSO/LOTC will take action to delete the DoDAAC, TACs, etc. Afterwards, HQ AFMC LSO/LOTC will notify the DoDAAC monitor of completed actions.**